



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10-24-78	1. Agency Address Georgia Ports Authority Administration Division Personnel Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-250	
Application Number 37		Date Received OCT 27 1978	Date Completed DEC 15 1978
2. Person to Contact John J. Powers, Jr.		Working Title Personnel Manager	Telephone Number 964-1721, 283
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974 Latest To Date		5. Records Series Title (followed by title used in office; if different) Personnel Listing	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Responsible for recruitment, training, job analysis & classification, formulation and implementation of personnel programs and procedures.			
7. Record Series Description Documents relating to:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Listing of G.P.A. employees. Included are: Information giving employee's name, employee's number, job status, employment date, social security number, hourly rate of pay, pay date, class notation, classification date, birthdate.	
File is arranged: Chronologically by printout, alphabetically by name on printout.			
8. Monthly Reference Rate One to six months old 8 seven to twelve months old 0 thirteen to twenty-four months old 1 twenty-five months and older ?		How often are records referred to which are: One to six months old 8 seven to twelve months old 2 thirteen to twenty-four months old 1 twenty-five months and older ?	
9. Annual Rate of Accumulation of Records Letter-size drawers 1 Legal-size drawers 1 Shelves _____ Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act - salary rates are listed on these printouts.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long term only - not historical.
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	4 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are the only documents we have in which to refer to when an employee updates, when the employee is changed from an hourly to an exempt status, promotional information, and information which is not found in their personnel file.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☒ Transfer to local holding area, hold 3 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10/24/78	<i>Carol Thompson, P.</i>	10-25-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	12-12-78
		Secretary of State/Designee <i>Canale</i>	12-11-78
		Attorney General/Designee <i>[Signature]</i>	12-11-78